



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**A G E N D A
SPECIAL MEETING
MONDAY, AUGUST 21, 2023 AT 6:30 P.M.**

**SOUTH PASADENA SENIOR CENTER
1102 OXLEY STREET, SOUTH PASADENA, CA 91030**

South Pasadena Commission Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made today will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena Community Services Commission Meeting will be conducted in-person from the South Pasadena Senior Center, located at 1102 Oxley Street, South Pasadena.

Public participation may be made as follows:

- In Person – South Pasadena Senior Center, 1102 Oxley Street, South Pasadena, CA 91030
- Via Zoom – **Webinar ID: 811 7715 2833**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to Spautsch@southpasadenaca.gov.
- Via Phone – +1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: <https://us06web.zoom.us/j/81177152833>

CALL TO ORDER: Chair Victoria Rocha

ROLL CALL:

Chair	Victoria Rocha
Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Kristine Kwong
Commissioner	Alberto Ocon
Commissioner	Gabriel Vogel
Commissioner	Margaret Yi

PLEDGE OF ALLEGIANCE: Commissioner Margaret Yi

PUBLIC COMMENT GUIDELINES (*Public Comments are limited to 3 minutes*)

The City welcomes public input. Members of the public can comment on a non-agenda subject under the jurisdiction of the Community Services Commission or on an agenda item, you may participate **by one of the following options**:

Option 1:

Participate in-person at the South Pasadena Senior Center.

Option 2:

Public Comment speakers have three minutes to address the Commission, however, the Chair and Commission can adjust time allotted as needed. Participants will be able to “raise their hand” using the Zoom icon during the meeting, and they will have their microphone un-muted during comment portions of the agenda to speak.

Option 3:

Email public comment(s) to spautsch@southpasadenaca.gov

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded online for public viewing under Additional Documents. There is no word limit on emailed Public Comment(s). Please make sure to indicate:

- 1) Name (optional), and
- 2) Agenda item you are submitting public comment on.
- 3) Submit by no later than **12:00 p.m.**, on the day of the Commission meeting.

PLEASE NOTE: The Chair may exercise the Chair's discretion, subject to the approval of the majority of the Commission to adjust public comment(s) to less than three minutes.

NOTE: Pursuant to State law, the Commission may not discuss or take action on issues not on the meeting agenda, except that members of the Commission or staff may briefly respond to statements made or questions posed by persons exercising public testimony rights (Government Code Section 54954.2). Staff may be asked to follow up on such items.

PUBLIC COMMENT

1. **PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)**

General Public Comment will be limited to 30 minutes at the beginning of the agenda. If there are speakers remaining in the queue, they will be heard at the end of the meeting. Only Speakers who sign up in the first 30 minutes of public comment will be queued up to speak.

ACTION/DISCUSSION

2. **APPROVAL OF MINUTES OF JUNE 12, 2023, COMMUNITY SERVICES COMMISSION MEETING**

Recommendation

It is recommended that the Commission review and consider approval of the June 12, 2023, Meeting Minutes.

3. **APPROVE THE ADDITION OF AN ENGRAVED BOULDER FOR TRENT TOZER TO THE SOUTH PASADENA CHILDREN'S MEMORIAL AND HEALING GARDEN**

Recommendation

It is recommended that the Commission review and consider approval of the request for an engraved boulder South Pasadena Children's Memorial and Healing Garden.

4. **APPROVE THE FALL 2023 FIELD USE REQUEST FOR AMERICAN YOUTH SOCCER ORGANIZATION (AYSO)**

Recommendation

It is recommended that the Commission review and consider approval of the request for AYSO.

PUBLIC HEARING

COMMUNICATIONS

5. **CITY COUNCIL LIAISON COMMUNICATIONS**

6. **COMMISSIONER COMMUNICATIONS**

7. **STAFF LIAISON COMMUNICATIONS**

- Golf Course Study Session- September 6, 2023

PUBLIC COMMENT – CONTINUED

8. **CONTINUED PUBLIC COMMENT – GENERAL**

This time is reserved for speakers in the public comment queue not heard during the first 30 minutes of Item 1. No new speakers will be accepted at this time.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE COMMUNITY SERVICES COMMISSION MEETINGS

September 11, 2023	Regular Meeting	6:30 p.m.
October 9, 2023	Regular Meeting	6:30 p.m.
November 13, 2023	Regular Meeting	6:30 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS

Commission meeting agenda packets, any agenda related documents, and additional documents are available online for public inspection on the City's website:

<https://www.southpasadenaca.gov/government/boards-commissions>

AGENDA NOTIFICATION SUBSCRIPTION

If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

The City of South Pasadena wishes to make all of its public meetings accessible to the public. If special assistance is needed to participate in this meeting, please contact the City Clerk's Division at (626) 403-7230 or CityClerk@southpasadenaca.gov. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

CERTIFICATION OF POSTING

*I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on **August 21, 2023**, on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City's, website as required by law, on the date listed below.*

8/17/2023

/S/

Date

Sheila Pautsch, Community Services Director



**CITY OF SOUTH PASADENA
COMMUNITY SERVICES COMMISSION**

**MINUTES
REGULAR MEETING
MONDAY, JUNE 12, 2023, AT 6:30 P.M.**

CALL TO ORDER:

The Meeting of the South Pasadena Community Services Commission was called to order by Vice Chair Samuels on Monday, June 12, 2023, at 6:32 P.M. in the City Council Chambers, 1424 Mission Street, South Pasadena, California.

ROLL CALL:

PRESENT

Vice Chair	Bryan Samuels
Commissioner	Lela Bissner
Commissioner	Gabriel Vogel
Commissioner	Margaret Yi
Council Liaison	Jack Donovan

ABSENT

Chair	Victoria Rocha
Commissioner	Alberto Ocon
Commissioner	Kristine Kwong

Lucy Hakobian, Deputy Community Services Director, announced a quorum.

CITY STAFF PRESENT:

Sheila Pautsch, Community Services Director, Melissa Snyder, Community Services Supervisor, Gabriel Tallon, Management Analyst, Jordan Bell, Program Specialist; Lucy Hakobian, Deputy Community Services Director were present at Roll Call.

PUBLIC COMMENT

1. PUBLIC COMMENT – GENERAL (NON-AGENDA ITEMS)

None.

ACTION/DISCUSSION

2. APPROVAL OF MINUTES OF MAY 8, 2023 COMMUNITY SERVICES COMMISSION MEETING

Recommendation

It is recommended that the Commission review and consider approval of the May 8, 2023, Meeting Minutes.

COMMISSION ACTION AND MOTION

A motion was made by Commissioner Bissner, seconded by Commissioner Vogel and approved by roll call vote to approve Item No. 2. The motion carried 4-0-3, by the following vote:

AYES: Samuels, Bissner, Vogel, Yi

NOES: None.

ABSENT: Rocha, Ocon, Kwong

ABSTAINED: None.

3. **APPROVE THE ADDITION OF AN ENGRAVED BOULDER FOR JAMES HENRY ALLEN TO THE SOUTH PASADENA CHILDREN'S MEMORIAL AND HEALING GARDEN**

Recommendation

It is recommended that the Commission review and consider approval of the addition of an engraved boulder for James Henry Allen.

COMMISSION ACTION AND MOTION

A motion was made by Vice Chair Samuels, seconded by Commissioner Yi and approved by roll call vote to approve Item No. 3. The motion carried 4-0-3, by the following vote:

AYES: Samuels, Bissner, Vogel, Yi

NOES: None.

ABSENT: Rocha, Ocon, Kwong

ABSTAINED: None.

COMMUNICATIONS

4. **CITY COUNCIL LIAISON COMMUNICATIONS**

Councilmember Donovan provided information on the Housing Element, new law firm for City Attorney services, Just Cause Eviction Ordinance, and the City's Budget.

5. **COMMISSIONER COMMUNICATIONS**

Commissioner Vogel inquired about the Ad-Hoc Committee. Director Pautsch reported on the golf study session scheduled in September.

Vice Chair Samuels inquired about re-opening the restaurant at the Golf Course.

Commissioner Yi inquired about the Brown Act training.

6. **STAFF LIAISON COMMUNICATIONS**

Community Services Director Pautsch reminded the Commission about the Commission Congress on June 28. Also, the July Commission meeting will be cancelled.

Management Analyst Tallon provided an update on the Transit Division.

Program Specialist Bell provided an update on Summer Camp Med. Vice-Chair Samuels requested information on the percentage of South Pasadena residents registering for the Camp Med program.

Community Services Supervisor Snyder reported on the new caterer for the senior centers' lunch program, senior programming, luncheons and excursions, Festival of Balloons 4th of July event, department software transitioning to CivicPlus, and July designated as Parks Make Life Better Month.

ADJOURNMENT

There being no further matters, Vice Chair Samuels adjourned the meeting of the Community Services Commission at 7:25 P.M. to the next Regular Community Services Commission meeting scheduled for August 14, 2023.

Respectfully submitted:

Lucy Hakobian
Deputy Community Services Director

APPROVED:

Victoria Rocha
Chair

ATTEST:

Lucy Hakobian
Deputy Community Services Director

Approved at Commission Meeting:



Community Services Commission Agenda Report

ITEM NO. 4

DATE: August 21, 2023
FROM: Sheila Pautsch, Community Services Director
SUBJECT: **Approval of Fall 2023 Field Use Requests**

Recommendation

It is recommended that the Commission review the Fall 2023 Field Permits for Holy Family, American Youth Soccer Organization (AYSO), and International FC.

Discussion/Analysis

Holy Family is a regular user who utilizes the space for flag football and is requesting use of Orange Grove. AYSO a regular user who utilizes the space for soccer, and is requesting the use of Orange Grove, Arroyo South, and Arroyo North fields. International FC is a new applicant, requesting use of Arroyo North and South fields. Field maintenance schedule has not been approved yet, however the fields at Arroyo will be closed in August and September for maintenance.

Holy Family Proposed Usage:

August 21, 2023-November 23, 2023
Monday through Thursday 3:30 p.m.-5:00 p.m.

AYSO Proposed Usage:

September 1, 2023-February 28, 2024
Monday through Friday 4:00 p.m.-10:00 p.m.
Saturday and Sunday 8:00 a.m.-8:00 p.m.

International FC Proposed Usage:

September-November 2023
Tuesday through Thursday 7:30 p.m.-9:00 p.m.

Items to Consider:

- Approve permit for AYSO starting September 25, 2023. For use of Orange Grove Field, approve use starting at 5:00 p.m. Monday through Thursday to allow time for Holy Family to hold practices.
- Orange Grove Field not available on October 27, 2023 (City's Halloween Event)
- Orange Grove Field not available October 29, 2023 (Arroyo Fest)
- Orange Grove Field not available November 27, 2023-January 31, 2024 (Field Maintenance)

Approval of Fall 2023 Field Use Requests

August 21, 2023

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Note: Registration for Arroyo Fest will take place at Orange Grove on October 28, 2023, from 10:00 a.m.-6:00 p.m. at the basketball court. Parking around the park will be limited due to this event.

Next Steps

1. Provide AYSO its Fall 2023 Field Permit considering the items listed above.
2. Provide Holy Family its Fall 2023 Field Permit.

Background

In order to streamline the approval process, the Community Services Commission reviews the field permit allocation.

Fiscal Impact

The fiscal impact would be funds allocated for field maintenance through a contract. Staff is requesting a fee waiver for AYSO and Holy Family.

Public Notification of Agenda Item

The public was made aware that this item was to be considered this evening by virtue of its inclusion on the legally publicly noticed agenda, posting of the same agenda and reports on the City's website and/or notice in the *South Pasadena Review* and/or the *Pasadena Star-News*.

Attachments:

1. AYSO Field Use Request Form
2. International FC Field Use Request Form



Recreation Division
 815 Mission St., South Pasadena, CA 91030
 Phone: (626) 403-7380

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:	International FC				
Contact Person Name:	Benjamin Gold				
Street Address:	1310 Gates Pl	City:	South Pasadena	Zip Code:	91030
Home Phone:	213-373-6490	Work Phone:		Fax:	
Email:	bentysongold@gmail.com				

FIELD USE

PARK	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input checked="" type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input type="checkbox"/> Baseball	<input checked="" type="checkbox"/> Soccer	<input type="checkbox"/> Other _____		
FIELD/BASEBALL	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input type="checkbox"/> Nelson	<input type="checkbox"/> Arroyo South (T-Ball)	
FIELD/SOCCER	<input checked="" type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)	<input checked="" type="checkbox"/> Arroyo South	
REASON FOR REQUEST	Looking for a place to practice with our men's adult recreational team in the late evenings. Either field at Arroyo Park would work so long as it's lit, as we need to book it later in the evening (7:30pm or later) after all of us are off work.				
Will spectator be present?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will picnic area be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will admission be charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.		

INSURANCE INFORMATION

Insurance Policy:	Waiting to confirm this until our reservation is confirmed - we don't want to pay for a policy until we know we
Policy Holder:	have access to a field
Policy Number:	

Required endorsement language to be listed as additional insured: **"City of South Pasadena, its officials, employees and agents."**

OFFICE USE ONLY

Approved by: _____	Date: _____	<input type="checkbox"/> Coordinator	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Director
Sportsman: _____	Insurance: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	
Notes: _____				

DATES OF USE

WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES			

SPRING

	MARCH	APRIL	MAY
DATES			

SUMMER

	JUNE	JULY	AUGUST
DATES			Looking to book Tuesdays,
			Wednesdays, or Thursdays every
			week from 7:30 - 8:30 or 8-9pm

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES	Looking to book Tuesdays,	Looking to book Tuesdays,	Looking to book Tuesdays,
	Wednesdays, or Thursdays every	Wednesdays, or Thursdays every	Wednesdays, or Thursdays every
	week from 7:30 - 8:30 or 8-9pm	week from 7:30 - 8:30 or 8-9pm	week from 7:30 - 8:30 or 8-9pm

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME		8-9pm or	8-9pm or	8-9pm			

FEES

FIELD USE		LIGHT USE	
HOURS PER DAY	1	HOURS PER DAY	1
×		×	
TOTAL DAYS	15	TOTAL DAYS	15
×		×	
NUMBER OF FIELDS REQUESTED	1	NUMBER OF FIELDS REQUESTED	1
+		+	
FIELD USE FEES (\$)		LIGHT USE FEES (\$)	
=		=	
FIELD USE SUBTOTAL (\$)		LIGHT USE SUBTOTAL (\$)	
		TOTAL DUE (\$)	

Note: As of Monday, April 6, 2020, we are only able to accept credit cards (subject to a credit_card_fee per transaction) or checks for payment.

DISCLAIMER AND RELEASE OF LIABILITY

Please be sure that the schedule reflects actual use. The Community Services Department has the authority to cancel or reduce use due to inclement weather or field conditions. Due to limited space, we recommend applications be submitted at least two (2) months prior to use. **Also, any permanent structure must be pre-approved via a formal approval process with the Parks & Recreation Commission.**

I agree to assume all risk and hazards incidental to such participation including transportation to said activity; and I do hereby waive, release, absolve, indemnify, and agree to hold harmless the City of South Pasadena, its employees, volunteers, and participants involved in such activity, for any such claim arising out of injury or property loss.

Signature of User: Benjamin Gold Date: 8/14/2023

OFFICE USE ONLY

Balance Paid: \$ _____ Date: _____

Cash Check Credit Card Receipt # _____ Till # _____ Initials _____

FIELD USE REQUEST FORM

CONTACT INFORMATION

Organization Name:					
Contact Person Name:					
Street Address:		City:		Zip Code:	
Home Phone:		Work Phone:		Fax:	
Email:					

FIELD USE

PARK	<input type="checkbox"/> Orange Grove	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Arroyo South		
SPORT/ACTIVITY	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other _____		
FIELD/BASEBALL	<input type="checkbox"/> Clarich	<input type="checkbox"/> Burke	<input type="checkbox"/> Nelson	<input type="checkbox"/> Arroyo South (T-Ball)	
FIELD/SOCCER	<input type="checkbox"/> Arroyo North	<input type="checkbox"/> Field (1)	<input type="checkbox"/> Field (2)	<input type="checkbox"/> Arroyo South	
REASON FOR REQUEST					
Will spectator be present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will picnic area be required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will admission be charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	▲ If Yes, a separate reservation is required. Please fill out a Park Reservation Application form.		

INSURANCE INFORMATION

Insurance Policy:	
Policy Holder:	
Policy Number:	

Required endorsement language to be listed as additional insured: ***"City of South Pasadena, its officials, employees and agents."***

OFFICE USE ONLY

Approved by: _____ Date: _____ Coordinator Supervisor Director
 Sportsman: _____ Insurance: _____ Approved Denied
 Notes: _____

DATES OF USE

WINTER

	DECEMBER	JANUARY	FEBRUARY
DATES			

SPRING

	MARCH	APRIL	MAY
DATES			

SUMMER

	JUNE	JULY	AUGUST
DATES			

FALL

	SEPTEMBER	OCTOBER	NOVEMBER
DATES			

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIME							



South Pasadena Children's Memorial and Healing Garden

The greatest sorrow in life comes from losing someone you love. We hope you have found, and continue to find, much compassion in those around you as you express and experience your grief and loss.

We also hope that the garden can be a resource to you to help ease the pain a little and that you and all its visitors will have some moments of serenity and joy amidst your sorrow. Young and old are welcome to visit the garden anytime, to celebrate and remember the ones they have lost, reflect on their own life, or simply surround themselves with beauty and love.

The names in the garden are of the children of South Pasadena residents who have left us too soon (21 years and under at the time of death). By having their names engraved in the garden, we honor and remember their lives, and ensure that they will always remain a visible part of our community.

This form is the first step to adding a child's name to the garden. The information collected will be used to present the request to the Parks and Recreation Commission, and will otherwise remain confidential. Regular Commission Meetings are held the 2nd Monday of each month with the exception of holidays.

Please tell us about yourself:

Name: James & Dunia Gill Date of Submission: 7/6/2023

Address: 533 Orange Grove Ave City: South Pasadena Zip: 91030

Email: jgill@dimentia.com Phone: 310-467-9448

Affiliation with the community (i.e., resident, work, clubs, etc.) Resident, Youth Coach

Please tell us about the person whose name you would like added to the garden. Lived in South Pasadena at some time of their life and 21 years and under at the time of death.

Name: Trent Tozer

Date of Birth: _____ Date of Passing: April 2nd, 2023 Age: 13

Relationship to you: Family Friend

Affiliation with the community (i.e., school, work, clubs, etc.) _____

Additional Comments: We are close with the Tozer Family. Our family, and others, are willing to donate to pay for the cost of the memorial and can compile full details when it is appropriate. We would like to do this on behalf of the Tozers

Family Contact: Contact me directly, James Gill Phone: 310-467-9448

